

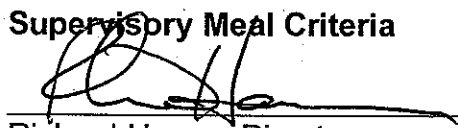
CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

PROCEDURE: 6720P

Adopted: March 23, 2010

SUBJECT: **Supervisory Meal Criteria**

Approved by:


Richard Hauan, Director

We encourage WSD staff to eat with students during meal times to provide adult interaction and conversation and to supervise students during the lunch or dinner meal. Staff members who eat with students to provide supervision as defined below may eat at no charge.

To qualify for a "Supervisory Meal" staff must be actively engaged with and supervising students throughout the meal period.

The examples below will help staff determine if they qualify for a meal at no charge. When staff do not qualify, they will pay the standard fee of \$3.00 per meal.

Qualifies

- A staff member sits with students and is engaged in conversation with and supervising students throughout the meal period.

Does Not Qualify

- Staff members sit at the same table (no students present) and talk with each other.
- A staff member goes to the cafeteria and eats his/her lunch, but leaves more than five minutes before the end of the lunch period.
- A staff member goes to the cafeteria, gets a boxed meal, and returns to his/her room or office to eat.
- A staff member arrives toward the end of the meal service, takes a meal and sits with students for a few minutes.

Additional information:

- Nutrition Service staff qualifies for a free meal as part of their normal duties.
- Staff may not take food from the cafeteria if a meal is not purchased.

Staff members should contact their immediate supervisor if they have questions regarding this procedure.

Reference: Policy 6720: Meal Sales